

Reorder Report

Report Module Guide: Reorder Report

Module Location

Inventory > Reports > Reorder Quantity

Module Objective

The **Reorder Report** module is used to generate a list of items whose stock has reached or fallen below the **reorder point**. This report automatically compares the actual stock with the **Minimum Stock** that has been set up, and recommends which items need to be repurchased immediately to prevent stockouts.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Warehouse Location:**

- Filter the report for a specific warehouse location or select **[All]**.

- **Item/Service Category Type:**

- Select the item category you wish to analyze, for example, RAW MATERIAL.

- **Item Status:**

- Select the item status, generally **Active**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Warehouse Location** and **Category Type**.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a list of items along with their recommended reorder quantity.

This report displays important details such as:

- **Item/Service Code** and **Item/Service Name**.
- **Warehouse**: The location where the item's stock is located.

- **Reorder Quantity:** The recommended quantity to be ordered. If the number in this column is greater than zero, it means the item's stock is already below the minimum level.

Tips & Important Notes

- This report is the automatic result of the settings you created in the **Minimum Stock Setup** module.
- Use this report as a **daily or weekly basis for the Purchasing team** to create new Purchase Orders (POs).
- This is a crucial **proactive tool** for ensuring a smooth supply chain and preventing production stoppages due to material shortages.

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